

Dauphin County Library System

101 Walnut Street
Harrisburg, PA 17101
717-234-4961
717-234-7479 (fax)

To Vendor:

Ship To:

* If new vendor, please request a W-9 be faxed to 717-234-7479
attn. Helen, or scanned and emailed to hpham@dcls.org

Requisition Form

P.O. Number _____

Requisition Date _____

Budget Acct Number _____

☐ Check ☐ Credit Card

Name of Card

APPROVALS:

Authorized Department Signature

Finance Director Signature

Bid Quotation #: _____

DCLS TAX-EXEMPT ID #: 75-08532-6

QTY	ITEM # / UNIT	DESCRIPTION	UNIT PRICE	TOTAL
SPECIAL INSTRUCTIONS:			SUBTOTAL	\$
			SHIPPING	\$
			TOTAL	\$